

EDITED KSA LISTING

CLASS: FIELD REPRESENTATIVE, CORRECTIONS STANDARDS AUTHORITY

NOTE: Each position within this classification may be required to possess all or some of these knowledges, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Basic knowledge of purposes, activities, and policies of the Corrections Standards Authority in order to perform required duties.
K2.	Comprehensive knowledge of modern principles and practices in penal administration and criminology in order to conduct inspections, perform analyses, and review programs, etc.
K3.	General knowledge of modern methods of custody, control and rehabilitation, delivery of mental health services, and behavior modification of inmates/youthful offenders/ parolees/probationers in order to provide program support and technical assistance.
K4.	Comprehensive knowledge of supervisory techniques and methods of maintaining discipline, both of staff personnel and inmates/youthful offenders/parolees/probationers in order to function as a subject matter expert, provide program support and technical assistance.
K5.	General knowledge of training principles and delivery methods as applied to corrections' personnel in order to conduct training, evaluate effectiveness and job-relevancy of course content and delivery, etc.
K6.	General knowledge of human resource principles in order to coordinate services in the areas of selection, hiring and recruitment.
K7.	Basic knowledge of program and project management in order to perform required duties.
K8.	Basic knowledge of the state budgeting process (e.g., BCPs, BCSs, etc.), and local budgeting processes in order to facilitate the intergovernmental transfer of resources.
K9.	Basic knowledge of architectural practices and nomenclature as it relates to construction of correctional facilities in order to review and approve construction plans/documents.
K10.	Comprehensive knowledge of interviewing techniques in order to gather information/data, verify compliance, and perform program analysis, etc.
K11.	General knowledge of laws and regulations governing local corrections (e.g., California Code of Regulations Titles 15 and 24, California Penal Code, Welfare and Institution Code, etc.) in order to perform required duties.
K12.	Basic knowledge of the Office of Administrative Law procedures in order to promulgate regulations.
K13.	General knowledge of computers, networking and software applications (e.g., Word, Access, Excel, Power point, Outlook, intranet/internet, etc.) in order to perform daily functions.
K14.	General knowledge of modern research methodologies in order to conduct research and analysis.

Bold text-indicates not on Classification Spec.

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#	Knowledge, Skill, Ability
K15.	General knowledge of the job analysis process, terminology, and methodologies in order to perform functions related to the development of selection and training standards.
K16.	Basic knowledge of federal Department of Justice (DOJ) grant systems and procedures in order to administer federal grants.
K17.	Basic knowledge of Generally Accepted Accounting Principles in order to conduct fiscal analysis of grant programs.
K18.	General knowledge of Request for Proposal (RFP) and Request for Application (RFA) processes in order to administer grant application process.
K19.	General knowledge of evaluation tools, outcome/performance measures, data gathering and data analysis in order to conduct program evaluation and assess program effectiveness.
K20.	General knowledge of evidence based practices in order to assist in program design, analysis and implementation.
K21.	Comprehensive knowledge of the Legislative process and branches of government in order to perform required duties.
K22.	Comprehensive knowledge of facilitation skills, group dynamics and mediation techniques in order to lead complex discussions/forums with a variety of individuals and groups.
K23.	General knowledge of technical writing in order to communicate with state and local stakeholders.
K24.	General knowledge of court processes in order to interact with the judiciary and other agencies.

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#	Knowledge, Skill, Ability
	Skill to:
S1.	Function as a consultant, facilitator, trainer, negotiator, and mediator in order to perform essential job functions and conclude with tangible results.
S2.	Evaluate programs related to the custody, discipline, and welfare of inmates/youthful offenders/parolees/probationers in order to ensure compliance.
S3.	Evaluate, assess and deliver training in order to further the competency of corrections professionals.
S4.	Interpret and apply provisions of laws and rules governing program operations in order to ensure compliance with statutes and regulations.
S5.	Establish and maintain working relations with state and local stakeholders, staff members, public agencies, and professional groups in order to promote cooperative and collaborative efforts.
S6.	Utilize oral and written expression in order to communicate complex ideas.
S7.	Analyze potentially sensitive situations and take action in order to provide program support and technical assistance.
S8.	Plan, organize and direct the work of others in order to lead staff, work groups, etc.
S9.	Read and interpret architectural drawing/blueprints in order to ensure compliance with CCR Title 24 regulations.
S10.	Prepare clear and concise documents in order to perform essential job functions.
S11.	Operate personal computer and various software applications in order to communicate, create documents, research, access, track and file information, etc.
S12.	Exhibit leadership qualities (e.g., command presence, situational awareness, decision making skills, etc.) in order to promote the goals and missions of CSA.
S13.	Speak in a public forum in order to conduct briefings and represent CSA in various settings.
S14.	Respond to media inquiries in order to ensure dissemination of accurate information.
S15.	Multi-task in order to adapt and be flexible to changing situations.
S16.	Work independently (e.g., be a self starter, achievement oriented, self motivated, persistent, etc.) in order to function autonomously
S17.	Address issues utilizing critical and inductive thinking in order to evaluate and resolve problems from an administrative perspective.

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#	Knowledge, Skill, Ability
	Ability to:
A1.	Maintain the physical capacity (e.g., stand/sit for long periods of time, walk distances of up to 3 miles, etc.) to conduct on-site inspections and monitoring visits of correctional facilities, and provide the required level of program support and technical assistance.